Subtotal outline

When you use the Subtotals tool, Calc inserts an outline to the left of the row number column. This outline represents the hierarchical structure of your subtotals, and can be used to hide or show data at different levels in the hierarchy using the numbered column indicators at the top of the outline or the group indicators, denoted by plus (+) and minus (-) signs.

This feature is useful if you have many subtotals, as you can simply hide low-level details, such as individual entries, to produce a high-level summary of your data. For more information on how to use outlines, see Chapter 2, Entering, Editing, and Formatting Data.

To turn off outlines, select **Data > Group and Outline > Remove Outline** on the Menu bar. To reinstate them, select **Data > Group and Outline > AutoOutline**.

Figure 308 shows the outline for our sales data example.

	A	B	C	D	E
1	Date	Sales Value	Category	Region	Employee
2	01/19/08	$2,032	Golf	West	Brigitte
3	01/29/08	$3,491	Golf	South	Brigitte
4	02/20/08	$1,660	Golf	South	Brigitte
5	02/27/08	$1,146	Golf	West	Brigitte
6	02/27/08	$1,790	Golf	East	Brigitte
7	03/18/08	$3,814	Golf	North	Brigitte
8	04/04/08	$4,045	Golf	West	Brigitte
9	04/18/08	$3,060	Golf	West	Brigitte
10	04/29/08	$1,316	Golf	West	Brigitte
11	05/06/08	$575	Golf	West	Brigitte
12	06/02/08	$2,213	Golf	East	Brigitte
13	06/03/08	$1,819	Golf	East	Brigitte
14		$26,961	*Golf Sum*		
15	01/25/08	$3,116	Sailing	West	Brigitte
16	01/27/08	$2,095	Sailing	North	Brigitte
17	01/28/08	$155	Sailing	West	Brigitte
18	02/27/08	$4,433	Sailing	West	Brigitte
19	04/02/08	$1,355	Sailing	North	Brigitte
20	04/25/08	$2,564	Sailing	North	Brigitte
21	05/12/08	$3,887	Sailing	South	Brigitte
22	05/15/08	$520	Sailing	North	Brigitte
23	06/04/08	$2,135	Sailing	East	Brigitte
24	06/20/08	$3,617	Sailing	North	Brigitte
25	06/28/08	$545	Sailing	South	Brigitte
26		$24,422	*Sailing Sum*		
27	01/03/08	$4,872	Tennis	East	Brigitte
28	02/02/08	$1,218	Tennis	West	Brigitte
29	02/11/08	$2,565	Tennis	West	Brigitte
30	02/28/08	$3,145	Tennis	West	Brigitte
31	03/03/08	$3,985	Tennis	North	Brigitte
32	06/07/08	$769	Tennis	West	Brigitte
33	06/08/08	$1,167	Tennis	West	Brigitte
34		$17,721	*Tennis Sum*		
35		$69,104			*Brigitte Sum*

Figure 308: Partial outlined view of sales data example with subtotals

Column 1 represents the highest group level, the grand total over all employees. Columns 2 to 5 show descending group levels as follows:

• Column 2 represents the grand total over all categories.